

YOUTH SERVICES POLICY

Title: Searches of Youth - Community-Based Services Next Annual Review Date: 01/18/2015	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.27
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References: ACA Standard 2-7162 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/18/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish procedures for searches of youth by CBS staff.

III. APPLICABILITY:

Deputy Assistant Secretary - Community-Based Services, Regional Managers and all employees of Community Based Services.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice.

Community-Based Services (CBS) - formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Deputy Assistant Secretary - Community-Based Services - unit head of regional probation and parole office staff.

Pat-down search - a hands-on search of a fully clothed person for the purpose of discovering weapons or contraband.

PPO/J – includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile).

Reasonable belief - a belief based on specific facts, including but not limited to: the PPO/J's experience and knowledge of the youth; the reliability of information supplied by an informant and/or the youth's appearance and behavior.

Transport Officer – an employee whose main function is transporting and has been trained in PPCT (including expandable baton), use of chemical agents, officer survival and adolescent behavior.

Unusual Occurrence Report (UOR) - a UOR is a document that must be completed by any staff involved in a use of physical interventions incident, any staff that witnesses such an incident, any staff that is in the area of such an incident, and any staff who is told by a youth of such an incident. A UOR must also be completed by staff witnessing any occurrence out of the ordinary, regardless of the magnitude of that occurrence. A UOR may be required for other extraordinary events as required by policy.

V. POLICY:

A pat-down search shall be conducted prior to each transport, to include scanning with a metal detector if available.

Youth in the Agency's custody or under the supervision are subject to a pat-down search by Agency staff if there is reasonable suspicion the youth has possession of a weapon, illegal substances or contraband.

Whenever circumstances permit, a PPO/J or transport officer should request approval from their supervisor to conduct non-routine searches.

VI. PROCEDURES:

- A. Before initiating the search, the Agency staff shall inform the youth he/she is about to be searched. Whenever possible, the search shall be conducted by Agency staff, trained in proper search techniques, of the same sex as the youth and in the presence of another Agency employee.
- B. The youth shall be asked to empty his/her pockets, purse or any other place where items may be stored or carried. The youth may be ordered to remove his/her outer wear (coat, jacket, sweater, hat, gloves, etc.). He/she shall not be required to remove his/her basic dress (shirt, pants, dress, skirt, etc.) nor should he/she be touched more than is necessary to determine if something is being concealed.
- C. If an object is detected, which is not readily identified, the youth shall be asked to state what the object is and may be asked to display it for observation by Agency staff.
- D. Whenever an illegal weapon, such as a firearm, switchblade or spring knife or drugs are discovered, the item shall be confiscated and law enforcement notified. The illegal item(s) shall be secured in a locked area until it is turned over to law enforcement.

The supervisor should conduct a post-search review to ensure the search was conducted properly.

A UOR shall be made to the Deputy Assistant Secretary - Community-Based Services [Refer to YS Policy C.2.6(b)].

The youth's parents shall be notified a weapon or suspected contraband was found and turned over to law enforcement as evidence. If the weapon is not illegal, it should be released to its rightful owner, if he/she can be identified and located. Otherwise, it should be turned over to the local law enforcement agency. Any other confiscated objects shall be returned to the youth's parents.

V. STAFF DEVELOPMENT:

- A. All PPO/J and transport officers shall be trained in the use of the handheld metal detectors during their orientation.
- B. The pat-down search shall be conducted by a PPO/J or transport officer trained in proper search techniques.

Previous Regulation/Policy Number: DYS 10.27/10.14

Previous Effective Date: 06/12/98 / 12/01/04

Attachments/References: